



Contract Summary Form

Form#: 2799

GENERAL INFORMATION

Contract Status:	Active	Christina Vega-Garcia	Date:	9/19/2016
Assigned Contract #:	16-CR-025	Form Prepared By:	Eddie Sanchez	8/22/2016
Department / Division:	CRA	Vendor Name:	MEXICAN AMERICAN COUNCIL	
Primary Contact:	Elizabeth Mangual	Vendor Contact:	MARIA GARZA	
Primary Email:	emangual@cityofhomestead.com	Vendor Address:	151 NW 11 STREET, STE E400	
Secondary Contact:	Eddie Sanchez	City:	HOMESTEAD	State: FL Zip 33030
Secondary Email:	ESanchez@cityofhomestead.com	Vendor Email:	macpresidentfl@gmail.com	
Phone Number:	305-224-4480	Vendor Phone Number:	786 2432328	
Fax Number:	305-224-4489	Vendor Fax Number:	786-504-3953	
Contract Name:	Mexican American Council NFP Grant 2016			
Agreement Type:	Grant	Does this replace an existing agreement?	No	Contract #
Briefly explain the purpose or description of the scope of service of this contract:		Not for Profit Grant 2016		
Mexican American Council; CAR 1859 - CRA Not-For-Profit Grant Disbursements, Fiscal Year 2015-2016				
approved by the CRA Board on 08/09/2016				
Please note that it is the Departments responsibility to obtain Risk approval.				
Insurance Required?	No	If yes, who is required to have it?		
If the vendor is required to have insurance, please enter the insurance expiration date(s) here.				
Auto Insurance:		General Liability:		Workmans Comp:
Other:				
Term of Contract:	Start Date	8/31/2016	End Date:	12/31/2016
Project Number:				
Does this agreement auto renew?	No	If so, how many times?	How many yearly increments?	
Total Value of Contract:	\$22,500.00	Paid to:	Vendor	Payment Freq: Lump Sum
Payment Amount:		\$22,500.00		
Account Number(s) to be used:	360-0918-554-83-50			
If moneys are paid to City, does Vendor pay sales tax?	No	Do late fees apply?	No	Percentage of late fee?
All agreements involving payment to vendor must be accompanied by a requisition. Requisition #:		123661		

Was this agreement reviewed or drafted by a City Attorney? ☐ Yes ☐ If yes, whom?

"Right to Audit" clause included? ☐ Yes ☐ Was this approved by Council? ☐ Yes ☐ Date / CAR# /

If so, please attach supporting documentation below:

BACKGROUND AND EXHIBITS

Exhibit Attachment(s):

Exhibit Description(s)	1	<input type="text" value="Agreement"/>	6	<input type="text" value="NFP Grant Resolution"/>
	2	<input type="text" value="COI"/>	7	<input type="text" value="ACCT: 360-0918-554.83-50"/>
	3	<input type="text" value="Legal Review"/>	8	<input type="text" value="REQ: 123661"/>
	4	<input type="text" value="CRA Board Approval"/>	9	<input type="text" value="CRA Board Meeting Minutes"/>
	5	<input type="text" value="Staff Memo"/>	10	<input type="text"/>

REVIEW - APPROVALS

Dept. Head Approval:	<input type="text" value="Approved"/>	<input type="text" value="Elizabeth Mangual"/>	Date:	<input type="text" value="8/25/2016"/>
HR Dept. Approval:	<input type="text" value="Not Applicable"/>	<input type="text" value="Vivian Manach"/>	Date:	<input type="text" value="8/31/2016"/>
Risk Approval:	<input type="text" value="Approved"/>	<input type="text" value="Priscilla Thompson"/>	Date:	<input type="text" value="8/31/2016"/>
Finance Dept. Approval:	<input type="text" value="Approved"/>	<input type="text" value="Carlos M. Perez"/>	Date:	<input type="text" value="9/1/2016"/>
ITS Div. Approval:	<input type="text" value="Not Applicable"/>	<input type="text" value="Yaniel Corrales"/>	Date:	<input type="text" value="8/31/2016"/>
Fleet Div. Approval:	<input type="text" value="Not Applicable"/>	<input type="text" value="Luis Roura"/>	Date:	<input type="text" value="8/31/2016"/>

Submit Contract Summary Form to Procurement for Processing

For Administrative Use Only

Completed and Appropriate Packet Submitted to Procurement on:		Date:	<input type="text" value="9/7/2016"/>	
Prepared By:	<input type="text" value="Approved"/>	<input type="text" value="Christina Vega-Garcia"/>	Date:	<input type="text" value="9/7/2016"/>
2nd Review:	<input type="text" value="Approved"/>	<input type="text" value="Rebecca Moreau"/>	Date:	<input type="text" value="9/8/2016"/>
Final Review:	<input type="text" value="Approved"/>	<input type="text" value="Carol McPatrick"/>	Date:	<input type="text" value="9/9/2016"/>
Procurement/Contracts:	<input type="text" value="Approved"/>	<input type="text" value="Wendy Cournoyer"/>	Date:	<input type="text" value="9/12/2016"/>
Lock Summary Form:	<input type="text" value="Locked"/>	<input type="text" value="Wendy Cournoyer"/>	Date:	<input type="text" value="9/12/2016"/>